

Introduction

Using The Manual

Acronyms

This list shows only the acronyms used in the Manual and so is not a complete list of all Laboratory acronyms.

AA/EEO	Affirmative Action/Equal Employment Opportunity
AAR	Affirmative Action Representative
AD	Associate Director
AD&D	Accidental Death and Dismemberment Insurance
AM	Administrative Policies and Procedures Manual
APEX	Advance-Purchase Excursion (airline fare)
APO	Administrative Policy Office
ARB	Accommodations Review Board
ARG	Accident Response Group
ASM Series	Administrative Staff Member Series
ASP	Advanced Study Program
AWU	Associated Western Universities, Inc.
BAC	Blood Alcohol Content
BPI	Base Percentage Increase
CAS	Consultant and Affiliate Services Section (HRD-2)
CDW	Collision Damage Waiver
CIPA	California Information Practices Act
CO-OP	University Cooperative Program
CONT	Controller
CONT-RM	Risk Management Office
CRADA	Cooperative Research and Development Agreement
CS	Community Service
DASMA	Deputy Assistant Secretary for Military Applications
DHR	Director of Human Resources
DIR-ESD	Executive Staff Director
DOE	Department of Energy
DoD	Department of Defense
DOT	Department of Transportation
DPA	Distinguished Performance Award
DPTA	Distinguished Project Team Award
DWI	Driving While Intoxicated
EDS	Employee Development System on INFORM
EM	Emergency Management
EPA	Environmental Protection Agency
ES	Emergency Sick Leave
ES&H	Environment, Safety, and Health
FAA	Federal Aviation Agency

Acronyms

FLSA	Fair Labor Standards Act
FOCI	Foreign Ownership, Control, and Influence
FOIA	Freedom of Information Act
FT	Full-Time
FTE	Full-Time Equivalent
FTS	Federal Telephone System
GAO	General Accounting Office
GEM	National Consortium for Graduate Degrees for Minorities in Engineering, Inc., Program
GEN Series	General Support Series
GMAT	Graduate Management Admission Test
GRA	Graduate Research Assistant Program
GSA	General Services Administration
HBCU	Historically Black Colleges and Universities
HS CO-OP	High School Education Cooperative Program
IAEA	International Atomic Energy Agency
IAO	Industrial Applications Office
IG	Inspector General
INFORM	Information Management System
INS	Immigration and Naturalization Service
IPA	Intergovernmental Personnel Act
IRS	Internal Revenue Service
ISM	Industrial Staff Member
JRO	J. Robert Oppenheimer Fellowship Program
LAAO	Los Alamos Area Office
LAMPF	Clinton P. Anderson Meson Physics Facility
LC	Laboratory Counsel
LC/IP	Laboratory Counsel's Intellectual Property Office
LCRDP	Laboratory/Campus R&D Program
LOA	Leave of Absence
LTO	Laboratory Training Office
LTVSM	Long-Term Visiting Staff Member
LWOP	Leave Without Pay
MAP	Machinist Apprenticeship Program
MAT CRB	MAT-Division Contract Review Board
MMM	Materials Management Manual
MMP	Masters in Management Program
MRA	Military Research Associate
MRO	Medical Review Officer
NATO	North Atlantic Treaty Organization
NDI	Non-Industrial Disability Insurance
NEST	Nuclear Emergency Search Team
NIDA	National Institute on Drug Abuse
NORCUS	Northwest College and Universities Association for Science

Acronyms

NPSC	National Physical Science Consortium
NRC	Nuclear Regulatory Commission
NTS	Nevada Test Site
OCI	Organizational Conflict of Interest
OPM	Office Procedures Manual
OS-DO/SPO	OS Division Special Projects Office
PA	Personnel Action Form
PACS	Procurement Authorities Control System
PAP	Personnel Assurance Program
PERS	Public Employees' Retirement System
PR	Personal Reschedule
PR&TL	Professional Research and Teaching Leave
PRA	Permanent Resident Alien
PRL	Professional Renewal Leave Program
PT	Part-Time
QSP	Questionnaire for Sensitive Positions
R & D	Research and Development
REECo	Reynolds Electric and Engineering Co., Inc.
RIF	Reduction in Force
RTR	Return to Research Program
SA	Salary Adjustment
SARA	Service Academy Research Associates
SD	Schedule Deviation
SIA	Salary Increase Authorization
SM	Staff Member or Shipping Manifest
SMRC	Staff Member Review Committee
SNM	Special Nuclear Material
SOPs	Standard Operating Procedures
STEP	Skills Training Employment Program
TEC Series	Technical Support Series
TIB	Temporary Import Bond
TRIPSII	Travel Reporting Information Planning System
TSEP	Teachers' Summer Employment Program
TSM	Technical Staff Member
UC	University of California
UCPAP	University of California Personnel Assignment Program
UCRP	University of California Retirement Plan
UGS	Undergraduate Student Program
UNM	University of New Mexico
URSE	University Relations and Science Education
WIS	Women in Science
WMAP	Waste Minimization Award Program